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5 March 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Personnel Administration  
(Time and Attendance Reports)

1. In view of recent difficulty experienced with "timely" submission of Time and Attendance Records concerning personnel of the Office of Security assigned to the Project, there is set forth herein a proposed method of control by the undersigned.

2. If it meets with Project approval, the undersigned will retain all Time and Attendance records for Project Office of Security personnel in our office in room 1050 I Building. This will insure proper recordation of attendance, etc., and supervision of personnel. At the conclusion of pay periods the records will be "initialed" by the undersigned to certify correctness and forwarded to the Project Personnel Officer for his approving signature. The one exception to this would be the Time and Attendance Record of the undersigned. It is contemplated that this will be retained in the Office of [redacted] Chief, Security Support Division. He will maintain and "initial" this record to certify correctness. It will also be forwarded to the Project Personnel Officer for approving signature.

3. This arrangement has been discussed with appropriate officials in the Office of Security, and if it meets with your approval, steps will be taken to obtain and administer the Time and Attendance records described above.

[redacted]  
Project Security Officer

cc: Project Personnel Officer

WTL:vod (2 Mar 56)

Distribution:

0 & 2 - addressees

Project Personnel Officer

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5 - reading

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